

23 November 1973

**MEMORANDUM FOR:** Administrative Officer, DCI  
**SUBJECT:** Contract Personnel

Ernie,

Frank has forwarded to me your suggestion that contract and other personnel entering ICS receive a guidance briefing on administrative policy, including travel, procurement and other matters. I urge that you follow up on this proposal, and ICS will, in the future, arrange for new EOD's to meet with you. It is my concern that this be a two-way communication, and many of the problems which new IC associates face be as nearly eliminated as is possible.

**PD/DCI/IC**

cc:

DCI/IC/HM: is

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NOTE TO :

I think that in light of the experience we have had recently with some of our contract personnel both in the IC Staff and other areas, that it is necessary to establish a positive EODing procedure which will permit my shop to brief these people on the things they may do and may not do. As an example -- procurement, travel, etc.

Secondly, with the number of non-Agency personnel coming in and out of the Building, such as the Task Force and other non-tenure personnel, and in the face of Government's recent history of some lack of personal integrity; we should establish a program of briefing these people on the restrictions of document removal. I would propose to have OS handle this briefing emphasizing that documentation, whether community or Agency, will not be retained by them when they depart.

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MEMORANDUM FOR: Director of Personnel

SUBJECT : Annual Personnel Plan

1. My attention has been called to the Agency's annual requirement for Personnel Plans, and the Intelligence Community Staff's overdue response. Any information which I could furnish you at this time with respect to IC Staffing for the remainder of FY 1974 would not be responsive to your needs and would serve no useful purpose. We are currently engaged in an in-depth review of the IC mission and an identification of Group responsibilities. After approval by the DCI, these determinations will dictate staffing patterns and numbers.

2. When this action has been completed, around the middle of December, I will be in a position to advise you more precisely with respect to grade structure and anticipated movement of personnel.

  
Principal Deputy to the D/DCI/IC  
for Program Development and Operations

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DCI/IC/HM: is

Distribution:

Orig. - Addressee

1 - AO/DCI

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15 November 1973

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MEMORANDUM FOR:



IC/Registry

A meeting of all professional personnel of the IC Staff will be held 30 November at 1530 in the DCI Conference Room. These meetings will continue to be largely informal and Group Chiefs should be prepared to brief for ten minutes or so, on the activities of their staffs. All professional personnel are invited to attend.



PD/DCI/IC

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